

ADMINISTRATING THE USOE FINE ARTS PROFESSIONAL DEVELOPMENT GRANT

Requirements and Responsibilities

Minimum of eight gatherings for collaborative needs-based and goal-focused professional development workshops in leadership and/ or pedagogy are required. This includes the start-up goal setting session, the 6 study sessions, and the final evaluative session. Any significant changes to the approved plans outlined in your grant application must be first approved by State Fine Arts Specialist.

Communication with USOE

The regional DAC meetings in September and in March are the in-person times planned to focus together on how things are going, perhaps visit classrooms, administrators, etc. Telephone calls and e-mail are welcome anytime.

Leadership of Grant (DAC's role)

The grant requires the DAC to attend the Fall DAC Kickoff meeting and a September grant orientation meeting. Bring the Grant Director (may be you also) with you to the September orientation meeting. If unable to attend the scheduled meeting, arrange for a make-up meeting with USOE.

Using your identified needs and goals as your beacon, guide your job-alike group(s) in envisioning, embracing, designing how, and striving together to achieve your goals. Review them each time you begin your meetings. Repeatedly identify, explore, pursue, analyze, research and refine your shared vision as you move through your planned gatherings.

Management of Grant (Grant Director's role, under DAC's leadership)

The grant requires the Grant Director to attend the September orientation meeting, and manage the grant activities and reporting responsibilities, as guided by the DAC.

Grant Activities

- Facilitate gatherings
- Look out for all participants –stay in touch
- Be aware of and follow all district financial procedures
- Be aware of and follow all credit-giving procedures (re-licensure points, inservice)

Reporting Requirements

- Before March 1st, the participants in your local learning community are to help their principal complete the online State Arts Education Survey (made available in January). Please report to USOE (e-mail) as soon as this survey is done.
- Keep an attendance record of the job-alike gatherings, credit-earning assignments and the agendas.
- Keep a record of the expenditures for final report.
- Complete and submit the state final report form by July 15th, 2009